

FRAM Coordinator Training

Fall 2016

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KDE - Office of Finance and Operations

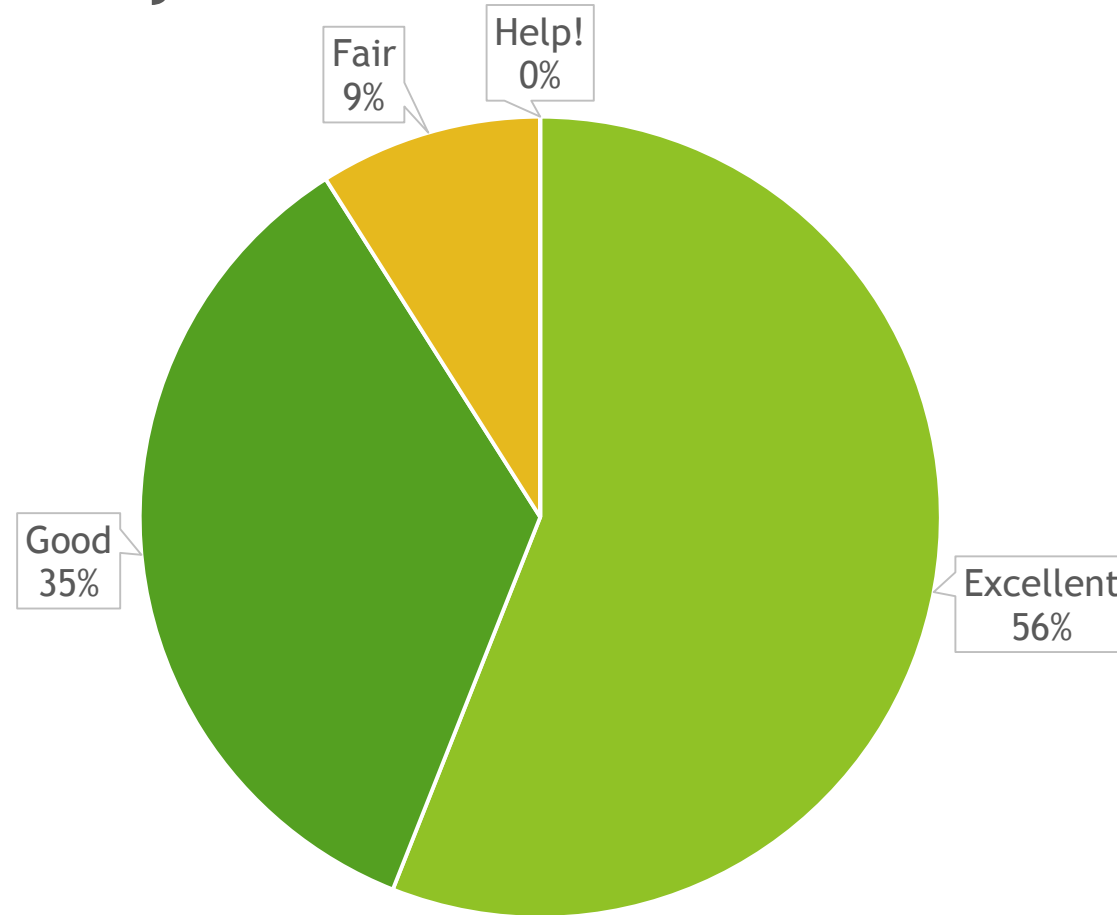
October 2016

Agenda

- ▶ Check-In
- ▶ Progress Report: Where are we?
- ▶ The Road Ahead: Remaining work
- ▶ Moving on: Marking Students as “Paid” and “Did Not Apply”
- ▶ Your Food Service Director: How they can help you
- ▶ Understanding import of DC files
- ▶ Sharing individual student meal/SES status data: Permission form
- ▶ Race/Ethnicity Info
- ▶ Your Questions...Answered
- ▶ FRAM Boot Camp: New FRAM Coordinators

Check-In with FRAM Coordinators

Survey on HIF Data Collection and Entry



Checking on your progress

- ▶ A list of indicators on your HIF collection process:
 - ▶ Return rate percentage is \Rightarrow 90%
 - ▶ Free/Reduced percentage is similar to last year as compared to School Report Card
 - ▶ Homeless students appear in your count within FRAM Eligibility Report
 - ▶ Foster students are identified in Campus
 - ▶ DC counts appear reasonable as compared to prior year or free SES status appears in lieu of the DC status

Let's take a deeper look at this!



Progress Report: Where are we?

FRAM Eligibility Report

Go to FRAM>Reports>Eligibility

Choose the following settings:

Eligibility Report

This report will display free, reduced and paid eligibility information by student based on date and type selected.

Which type of report would you like to generate?

Report Type:

School Year:

Summary Type: ☒ Daily ☐ Period ☐ Month

Date:

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

Eligibility Type:
SES:

Eligibility:

Eligibility Certified Type:

Grade:

Observe State Exclude: ☒
Include Detail: ☒
Person Identifier: ☐ Student Number ☒ State ID
Detail Sort By:
Show Only Latest Eligibility: ☒
Report Format: ☒ PDF ☐ CSV

16-17

CTRL-click or SHIFT-click to select multiple

Choose grades KG-14

FRAM Eligibility Report¹

| Summary for Eligibility Type: Meal | | | | | |
|------------------------------------|-------------|-----------|------------|-------------|-------------|
| Type | Free | Reduced | Paid | Total | |
| Direct Source | | | | | |
| Foster | 0 | 0 | 0 | 0 | 0 |
| Head Start | 0 | 0 | 0 | 0 | 0 |
| Homeless | 4 | 0 | 0 | 4 | 4 |
| Medicaid | 308 | 0 | 0 | 308 | 308 |
| Migrant | 0 | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 | 0 |
| FDPIR | 0 | 0 | 0 | 0 | 0 |
| SNAP | 857 | 0 | 0 | 857 | 857 |
| TANF | 42 | 0 | 0 | 42 | 42 |
| Non-Direct Source | | | | | |
| Income | 484 | 72 | 264 | 820 | 820 |
| Categorical | 6 | 0 | 0 | 6 | 6 |
| Override | 9 | 0 | 71 | 80 | 80 |
| Runaway | 0 | 0 | 0 | 0 | 0 |
| Foster | 0 | 0 | 0 | 0 | 0 |
| Migrant | 0 | 0 | 0 | 0 | 0 |
| Head Start | 0 | 0 | 0 | 0 | 0 |
| RCCI | 0 | 0 | 0 | 0 | 0 |
| Early Childhood | 0 | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 | 0 |
| Declined | 0 | 0 | 0 | 0 | 0 |
| Denied | 0 | 0 | 0 | 0 | 0 |
| Did Not Apply | 0 | 0 | 0 | 0 | 0 |
| Socioeconomic Status | 0 | 0 | 0 | 0 | 0 |
| Even Start | 0 | 0 | 0 | 0 | 0 |
| Medicaid | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 173 | 173 | 173 |
| Total | 1710 | 72 | 508 | 2290 | 2290 |

Should be >0

Appears low as compared to enrollment

Missing meal/SES status

173 ÷ 2,290=92.5%;
looking for >90%

| Item | Description | School Report Card |
|-----------|---------------------|----------------------------------|
| Free % | 1,710 ÷ 2,290=74.6% | 1,749 Free / 76.7% |
| Reduced % | 72 ÷ 2,290=3% | 75 Reduced / 3.3% |
| DC% | 1,211 ÷ 2,290=52.9% | 1,438 ÷ 2,279 = 63% ² |

¹ Includes only grades 00 -14 ² Based on IC FRAM Eligibility Report on last day of school for SY 15-16

Reviewing FRAM Eligibility Report: Action Plan

| Issue Identified | Action Step |
|---|--|
| Too few foster children identified | Ensure foster DC file is being imported: compare last year's foster student count to this year: possible that foster students may be receiving KTAP\SNAP\Medicaid benefits |
| Homeless student count appears low | Navigate to homeless student count http://education.ky.gov/federal/progs/txc/Pages/default.aspx and compare to prior school year; obtain signed and dated list of homeless students from your district's homeless coordinator |
| Non-return rate > 10% | Utilize FRYSC staff to perform home visits and parental contacts; see more ideas here on KDE CEP website |
| DC percentage\Free & Reduced percentages is low | Compare against last year by student; review DC tips on KDE CEP website ; work to increase return rate; (partial CEP districts only) verify POS import is working - sort the eligibility report by start date to ensure non-CEP students have current info |

Creating a Comparison Review

Advanced Topic

- ▶ Comparison to the prior year meal/SES statuses will help you by:
 - ▶ Identifying who was DC last year that may be DC again this year
- ▶ Steps
 1. Run the FRAM eligibility report for the current school year using the settings shown earlier but choose 'CSV' as the option to export it to Excel.
 2. Save the file to your network drive.
 3. Run the FRAM eligibility report for the prior school year.
 4. Set the fill color to 'yellow' for all rows in SY 15-16.
 5. Copy and SY 15-16 rows and append them to the SY 16-17 data.
 6. Sort the combined data by SSID and then by School Year (Descending order of "Z to A").
 7. Create a formula to identify students who were "Free" and "Direct" last school year but who are not "Free" this year.

Eligibility Report

This report will display free, reduced and paid eligibility information by student based on date and type selected.

Which type of report would you like to generate?

Report Type:

School Year: *← Choose final day of last school year*

Summary Type: ☒ Daily ☐ Period ☐ Month

Date:

Which calendar(s) would you like to include in the report?

☐ active year
☐ list by school
☒ list by year *←*

Eligibility Type:
Eligibility:
Eligibility Certified Type:
Grade:
Observe State: ☒
Exclude: ☐
Include Detail: ☒
Person Identifier: ☐ Student Number ☒ State ID
Detail Sort By:
Show Only Latest Eligibility: ☒
Report Format: ☐ PDF ☒ CSV *←*

15-16

Choose SY 15-16 for all KG-14 schools

Creating a Comparison Review: Excel Formula

Advanced Topic

8. Formula Explanation:

If the student ID is the same, and the meal/SES status is “Paid” this year but the student was “Direct” last year then create a note of “Review”.

| Eligibility Report Detail | | | | | | |
|---------------------------|---------------|------------|-----------|------------|---------------|--|
| Sch. Ye | Student Name | State ID | Eligibili | Source | Certified Typ | Review |
| 16-17 | Mouse, Mickey | 2199521457 | Free | Direct | SNAP | |
| 16-17 | Duck, Donald | 2199542145 | Free | Non-Direct | Categorical | |
| 16-17 | Fudd, Elmer | 2199542581 | Paid | Non-Direct | Income | |
| 15-16 | Fudd, Elmer | 2199542581 | Paid | Non-Direct | Income | |
| 16-17 | Bunny, Bugs | 2199874541 | Paid | | | =IF(AND((D7=D8),G7<>"Free",H8="Direct"),"Review","") |
| 15-16 | Bunny, Bugs | 2199874541 | Free | Direct | SNAP | IF(logical_test, [value_if_true], [value_if_false]) |
| 16-17 | Duck, Daffy | 2199874587 | Free | Non-Direct | Income | |

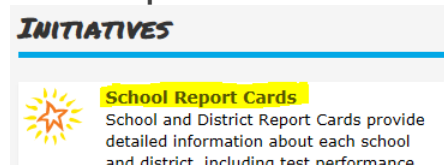
Let's see a demo...

School Report Card: Free/Reduced Pctg

- ▶ Utilize KDE's School Report Card to check your free/reduced percentage:

- ▶ Navigate to KDE homepage: <http://education.ky.gov/Pages/default.aspx>

- ▶ Click on School Report Cards:



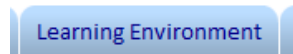
- ▶ Choose your district:

DISTRICT REPORT CARD

Year:

District:

- ▶ Select “Learning Environment”:



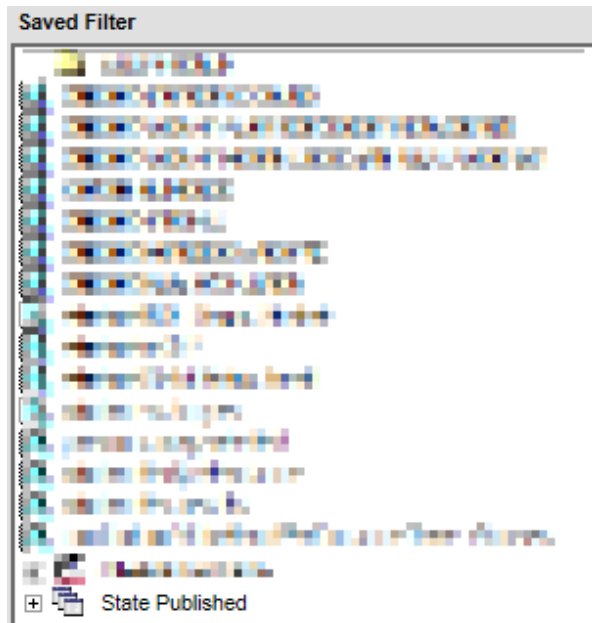
- ▶ Scroll down to “Lunch Status”, which reports free/reduced data as of June 30th:

| By Lunch Status (% of total membership) | District | |
|--|----------|------------|
| | Total | Percentage |
| Free | 1,749 | 76.7% |
| Reduced | 75 | 3.3% |

The Road Ahead: *Missing* HIF Forms

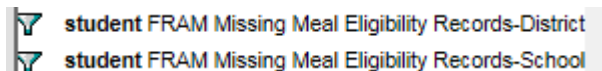
Locating Missing HIF Forms: Ad Hoc Filter

- ▶ To locate students without a HIF form:
 - ▶ Go to Ad Hoc Reporting>Filter Designer
 - ▶ Locate the “State Published” folder



Tip!: Request access to Ad Hoc Reporting or to the State Published folder from your district IC support contact

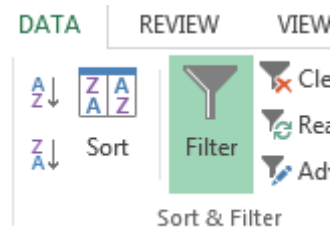
- ▶ Click on the folder
- ▶ Select either the school or district ad hoc filter, after verifying you have the correct school selected (All Schools - District or the individual school)



Locating Missing Forms: FRAM Eligibility Report Option



- ▶ To locate students in Excel perform the following steps:
 - ▶ 1. Go to FRAM>Reports>Eligibility
 - ▶ 2. Use the settings as described earlier for the current year FRAM Eligibility Report.
 - ▶ 3. Choose ‘CSV’ as the option to export it to Excel.
 - ▶ 4. In Excel choose the option under “Data” to filter the report:



- ▶ Choose to filter where ‘Source’ is blank.

| Eligibility Report Detail | | | | | |
|---------------------------|--------------|------------|-------------|--------|----------------|
| Sch. Year | Student Name | State ID | Eligibility | Source | Certified Type |
| 16-17 | Bunny, Bugs | 2199874541 | Paid | | |

Moving on: Marking Students as “Paid” and “Did Not Apply” manually

- ▶ Marking students as “Paid” and “Did Not Apply” for those who do not intend to return the HIF form after repeated attempts helps districts by focusing resources on new students that need to return a HIF form.
- ▶ Steps:
 1. Navigate to FRAM>Eligibility
 2. Locate the student.
 3. Mark the student as “Paid” and “Did Not Apply”.

| Eligibility Detail | | | | |
|------------------------|--------------|--|------------------|------------------|
| *School Year | *Start Date | *End Date | Application Name | Reference Number |
| 16-17 ▼ | 07/01/2016 | 06/30/2017 | | |
| *Eligibility Type | *Eligibility | *Source | *Certified Type | |
| Meal ▼ | Paid ▼ | <input checked="" type="radio"/> Non-Direct <input type="radio"/> Direct | Did Not Apply ▼ | |
| State Eligibility Code | | | | |
| No State Code | | | | |

Moving on: Marking Students as “Paid” and “Did Not Apply” through a data import



Advanced Topic

1. Run the FRAM eligibility report with marking all the checkboxes and choose “CSV”.
2. In Excel filter the student listing results where ‘Certified Type’ is blank. These are the students without a HIF form.
3. Copy and paste the filtered results to a new worksheet with the headers in place. You can remove school year and other unnecessary fields: retain the SSID, Eligibility, Source, Certified Type, Start Date and End Date.
4. Populate the Source with “Non-Direct” and the Certified Type with “Did Not Apply”; you can keep the start date and end date as they are (which should be 7/1/2016 and 6/30/2017 respectively).
5. Save the file as a CSV.
6. Import the file into Campus using the ‘Eligibility Import Wizard’. Create a new import mapping and follow the prompts to import the file.
7. Choose to test the file and review the results.
8. Once you’re satisfied import the file: all the students without a HIF form will be “Paid” and “Did Not Apply”.

Your Food Service Director: How They Can Help You

- ▶ Here are some ways the FSD can help you:
 - ▶ Perform DC imports into Campus
 - ▶ Answer advanced questions on USDA policy regarding HIF forms since HIF forms follow the same policies
 - ▶ Partial CEP
 - ▶ (Mixed CEP households) Provide a list of students who are free/reduced/paid based on an NSLP application from the POS

Understanding import of DC files

- ▶ Surrounding counties are now included in DC file
 - ▶ **Impact:** more matches on students in your district; consequently, you will see a higher “error” count found where the DC students are not in your district.

| | |
|---|---------------------------|
| Kentucky State Generated on 11/05/2011 08:53:53 PM Page 1 of 1 | Eligibility Import Report |
|---|---------------------------|

Summary

| | | | | |
|-----|-------|---------|----------|-----------------|
| New | Ended | Removed | Existing | Errors/Warnings |
| 5 | 3 | 0 | 5 | 5 |

- ▶ **Best Practices:**
 - ▶ Import foster file - and then Medicaid/KTAP/SNAP file, which prevents inadvertently extending DC to foster family’s bio children.
 - ▶ Use the DC History file to find more students.
 - ▶ Import the DC file on a monthly basis.
 - ▶ Set default end date to “6/30/2017” under FRAM Preferences.
 - ▶ Remember - only students who appear on as DC on “Medicaid/KTAP/SNAP” file can be marked as “Medicaid”.

Sharing individual student meal/SES status data: Permission form

- ▶ **Summary information of free/reduced/paid meal counts:**
 - ▶ No problem to share
 - ▶ **Hint:** Leave the checkmark of 'Include Detail' on the FRAM Eligibility Report to only show the summary table.
- ▶ **Individual Student Meal/SES Status:**
 - ▶ Direct requestor to FSD to sign USDA non-disclosure agreement- must have valid reason for use and agree not to disclose info.
 - ▶ Why?
 - ▶ Contains DC information and (for partial CEP districts) non-CEP student info

Race & Ethnicity: Leave Blank

- ▶ Campus has introduced a new option for race/ethnicity:

| Race & Ethnicity Detail | |
|--|--|
| Ethnicity (check one) | Race (check one or more) |
| <input type="radio"/> Hispanic or Latino | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="radio"/> Not Hispanic or Latino | <input type="checkbox"/> Asian |
| <input checked="" type="radio"/> No Response | <input type="checkbox"/> Black or African American |
| | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| | <input type="checkbox"/> White |

- ▶ Simply leave this as “No Response”.

Your Questions....Answered!

Q: What if we have missing/incomplete information on the HIF form (incl. income)?

A: Contact the household; can't assume anything.

Q: What documentation do we need if we can't get a form?

A: No documentation is needed. Simply mark them "Paid" and "Did Not Apply".

Q: What if the household in Campus doesn't match the HIF form?

A: If they have fewer members on the HIF and this affects their SES status, I would contact the household to verify the info is correct; if they have more members, then use "quick add" - since the household for HIF doesn't need to match Campus.

Q: What additional benefits do children qualify for?

A: They can qualify for textbox waivers, ACT fee waivers, athletic fee waivers, etc.

Q: How can I get the latest free/reduced info?

A: Run the FRAM Eligibility Report and choose "Free, Reduced and Paid" from the selection grid and then choose CSV: filter the data in Excel. This will give you the latest free/reduced statuses per student. An ad hoc is not available for this.

Your Questions....Answered!

Q: How do I manually make someone DC?

A: You'll need to go to FRAM>Eligibility and enter the info.

Q: Which districts use my POS system?

A: School and Community Nutrition collects that information.

Q: If a child lives with each parent part-time in a divorced household and they both turn a form in which form should I use?

A: Use the resulting meal status that benefits the student the most.

Q: Should we continue to process the HIF forms all year long?

A: Yes, please continue to process them.

Q: If the household notes a KTAP/SNAP number on the HIF form do we need to verify that?

A: No, you can take that at face value.

Q: Can we expect an online HIF form?

A: KDE wants this for districts: it has been submitted to Campus as an enhancement request.

FRAM Boot Camp

- ▶ If districts express sufficient interest a FRAM boot camp for new FRAM Coordinators may be offered that covers the essentials of being a FRAM Coordinator
- ▶ Training would be online and only provide the essentials for being the FRAM Coordinator

Date: TBD

Session length: 1.5 - 2 hours



Resources

FRAM Coordinators have numerous resources to ask questions from:

- ▶ KDE CEP [website](#)
- ▶ [NSLP Eligibility Manual for School Meals](#)
 - ▶ USDA general guidance on meal eligibility determination
- ▶ [Campus Community](#)
 - ▶ Technical instruction and assistance with using FRAM
- ▶ [Infinite Campus University](#)
 - ▶ Live webinars from Campus on using FRAM and other tools in Campus
- ▶ KDE Resources: Garnetta Barnette, Brad Blunt & Cheri Meadows

Questions?

- ▶ Brad Blunt (brad.blunt@education.ky.gov)
- ▶ Cheri Meadows (cheri.meadows@education.ky.gov)